

The agenda for this meeting was posted in accordance with Title 25 Section 311.A.9, at the main entrance of the K.O. Rayburn Training Center, 2401 Egypt Road, Ada, OK 74820.

**COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING
CURRICULUM REVIEW BOARD REGULAR MEETING**

K.O. Rayburn Training Center, 2401 Egypt Road, Ada, OK 74820

January 12, 2016

Members Present:

Mr. Craig Maile, OK Dept. of Career Technology
Captain Marshall McDonald, Oklahoma County SO
Chief Don Sweger, Guthrie PD
Sheriff Shannon Smith, Seminole County SO
Lt. Lance Arnold, Norman PD

Members Absent:

Dr. Michael Wilds, Northeastern State University

Staff Present:

Steve Emmons, Executive Director
Chuck Gerhart, Asst. Director
Shannon Butler, Training Manager
Cindy Donnelly, Training Admin. Assistant
Keith Miller, Academy Coordinator
Tami Burnett, Curriculum Specialist/Field Rep
Jeanelle Van Buskirk, CLEET Instructor
Kevin Hood, CLEET Instructor

Guest:

Kevin McCullough, OMAG

1. Call Meeting to Order

Chairman Craig Maile, Oklahoma Department of Career Technology, called the meeting to order at 10:00 a.m. All members were present.

2. Approval of Minutes

Meeting minutes for November 10, 2015 were reviewed and discussed.

Action Taken:

Lt. Lance Arnold, Norman Police Department, made a motion to approve the minutes from the November meeting, and Chief Don Sweger, Guthrie Police Department, seconded the motion. The motion passed.

Craig Maile	Yes	Dr. Mike Wilds	Absent
Capt. Marshall McDonald	Yes	Sheriff Shannon Smith	Absent <i>entered at 10:10 a.m.</i>
Chief Don Sweger	Yes	Lt. Lance Arnold	Yes

3. Custody Control Night Scenario Training for Basic Academy

Jeanelle Van Buskirk, CLEET Instructor, introduced a proposal to incorporate a nighttime scenario for Custody Control, such as Firearms night shoot and LEDT night drive. The training would be done inside the multi-purpose room where there would be no dangerous elements (i.e., weather, animals, etc.) interfering with the training. This scenario would cause the cadets to assess the situation, decide what to do and what equipment they must use to handle a specific situation – the cadet must reach a logical conclusion.

Action Taken:

Captain Marshall McDonald, Oklahoma County Sheriff's Office, made a motion to approve the inclusion of a Custody Control night scenario in the Basic Academy training. Chief Sweger seconded the motion. The motion passed, and this will be presented to the Council at their next meeting for review and approval.

Craig Maile	Yes	Dr. Mike Wilds	Absent
Capt. Marshall McDonald	Yes	Sheriff Shannon Smith	Absent <i>entered at 10:10 a.m.</i>
Chief Don Sweger	Yes	Lt. Lance Arnold	Yes

4. Proposed Change to Report Writing Performance Objectives

Tami Burnett, CLEET Curriculum Specialist/Field Rep, proposed the removal of Performance Objective 15 in the Report Writing block. The PO pertains to a video which is no longer part of the class. It was determined there are no questions on the block exam taken from the video. Chuck Gerhart, CLEET Assistant Director, asked if a new video could be made and used in the class. It was discussed that a video showing all the properties of report writing would help make reports more standard statewide – at least all the “tick points” would be met in all reports. This will be reviewed and research to the cost and effectiveness of having a video.

Action Taken:

Chief Sweger made a motion to remove PO 15 while there is not a video for Report Writing. Lieutenant Arnold seconded the motion. The motion passed and will be presented to the Council at their next meeting for review and approval.

Craig Maile	Yes	Dr. Mike Wilds	Absent
Capt. Marshall McDonald	Yes	Sheriff Shannon Smith	Abstain <i>entered at 10:10 a.m.</i>
Chief Don Sweger	Yes	Lt. Lance Arnold	Yes

5. Proposed Changes to Criminal Investigation Core

Kevin Hood, CLEET Instructor, proposed changes be made to the Criminal Investigation “Core” subjects that will help the “average” law enforcement officer to better accomplish his job. Crime scenes set up for the cadets to investigate will be more realistic and involve multiple crime scenarios that will actually be what basic officers will be doing in the field. Some areas would be reduced in hours.

Action Taken:

Sheriff Shannon Smith, Seminole County Sheriff’s Office, made a motion to table this until the regularly scheduled March meeting of the Curriculum Review Board with Keith Miller, Academy Coordinator, and Kevin Hood detailing the components of Criminal Investigation “Core” and any change in subject hours. Lt. Arnold seconded the motion. The motion passed.

Craig Maile	Yes	Dr. Mike Wilds	Absent
Capt. Marshall McDonald	Yes	Sheriff Shannon Smith	Yes
Chief Don Sweger	Yes	Lt. Lance Arnold	Yes

6. Director’s Report

Steve Emmons, CLEET Executive Director, stated that CLEET’s budget is going to take another hit due to the shortfall of money in the state. Some possible things that may help are:

- CLEET becoming more proficient and offer more on-line classes thus reducing travel expenses for instructors.
- Possibly change the staff’s work week to four days instead of five – have the rest of the agency work the Training scheduled of Tuesday – Friday working 10 hour days. This would cut down on utility bills, etc., helping with overall operations costs.
- CLEET asking for an increase from \$9 to \$10 on penalty fees.
- CLEET stop paying for POSSE exams, with the agencies or candidates being required to pay for their own POSSE exam (a requirement for the Basic and Reserve academy).

Currently, there are three Training Initiatives scheduled for 2016. In the future, Mr. Emmons would like to increase that to seven. This helps rural agencies obtain their continuing education requirements at one time in one place.

Action Taken: None.

7. New business

Shannon Butler, Training Manager, polled several agencies statewide and a few other states' training facilities regarding the teaching/qualification of shotgun vs. rifle. It was very close in the usage of shotgun vs. rifle with the various agencies surveyed. Of the four states surveyed (Kansas, Missouri, Texas, and Colorado), three teach only shotgun, and one (Colorado) teaches only handgun. It was proposed to provide orientation only on both the shotgun and rifle in the Firearms block of the Basic Academy.

Mr. Emmons stated there are over 4,700 instructors in the state. Very few of those actually teach any continuing education classes or assist with adjunct instructing at CLEET. Chief Sweger made the suggestion that there be a set amount of hours a CLEET certified instructor be required to teach each year or have the instructor status changed to "inactive." On that note, instructors that are proven to be teaching continuing education or assisting CLEET as adjunct instructors have their instructor status be "active." Lt. Arnold asked if this would have to be made into a written rule, to which Mr. Emmons responded yes.

Action Taken:

8. Adjournment

Lt. Arnold made the motion to adjourn, and Chief Sweger, seconded the motion. The vote was unanimous, and the meeting was adjourned at 11:37 a.m.